

**TEXAS BOARD OF PARDONS AND PAROLES**  
**JOB DESCRIPTION**

POSITION TITLE: DIRECTOR III -  
Parole Commissioner

SALARY GROUP: B28

DEPARTMENT: Board of Pardons and Paroles

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Rissie Owens

DATE: 09/01/2011

POSITION #: 064053

**I. JOB SUMMARY**

Performs highly advanced and specialized work in the area of parole selection. Work involves executing release and revocation duties for the Board of Pardons and Paroles; adheres to established guidelines, policies, procedures, rules, and regulations; coordinating and evaluating program activities; and planning, organizing, and assigning the work of others. Works under minimal supervision with extensive latitude for discretion and independent judgement.

**II. ESSENTIAL FUNCTIONS**

- A. Receives, evaluates, and makes appropriate disposition of information pertaining to parole selection and revocation matters; conducts interviews or administrative release and revocation hearings with offenders and administrative releasees; analyzes documents and evidence; issues appropriate documents; and formulates recommendations.
- B. Participates with Parole Board Members in the determination of offenders to be released on parole or mandatory supervision; determines conditions of parole and mandatory supervision to include special conditions; and determines the modification and withdrawal of conditions of parole and mandatory supervision.
- C. Participates with Parole Board Members in the consideration and determination of which releasees may be released from supervision and reporting and in determining the continuation, modification, and revocation of parole or mandatory supervision.
- D. Serves on advisory committees to further the efficient administration of Parole Board business; provides direction, guidance, and assistance regarding mandatory supervision, release, and revocation; adheres to established guidelines, policies, procedures, rules, and regulations; communicates and interacts with various staff, officials, and the public in a manner that promotes and encourages a responsive, considerate, and efficient and organized environment; and responds to potentially hostile verbal situations with discretion, diplomacy, and patience.
- E. Plans, organizes, and assigns the work of others.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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**III. MINIMUM QUALIFICATIONS**

**A. Education, Experience, and Training**

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Business Administration, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required ten years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Ten years criminal justice, business administration, or public administration experience.
- \* A current or former Texas Board of Pardons and Paroles board member or Texas Department of Criminal Justice employee is not qualified for this position before the second anniversary of the date the person's membership of the board ceases or employment with the department ceases. Texas Government Code 508.033(f).

**B. Knowledge and Skills**

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes preferred.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Knowledge of principles of criminology, penology, and psychological concepts of behavior preferred.
5. Skill in analyzing data, drawing appropriate conclusions, and formulating recommendations.
6. Skill to identify problems, evaluate alternatives, and implement effective solutions.
7. Skill to develop and evaluate policies and procedures.
8. Skill to direct the development of agency policies and procedures.
9. Skill to communicate ideas and instructions clearly and concisely.

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10. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
11. Skill to interpret and adhere to rules, regulations, policies, and procedures.
12. Skill in administrative problem-solving techniques.
13. Skill in public address.
14. Skill to review technical data and prepare technical reports.
15. Skill to plan, organize, and assign the work of others.

**IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION**

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.